

Easy Organizer Suite™
Internet Organizer™ Module Pack
easyWebsites Organizer™ Module

Lesson 7 - How to Work with System Tables – Ratings Part 1

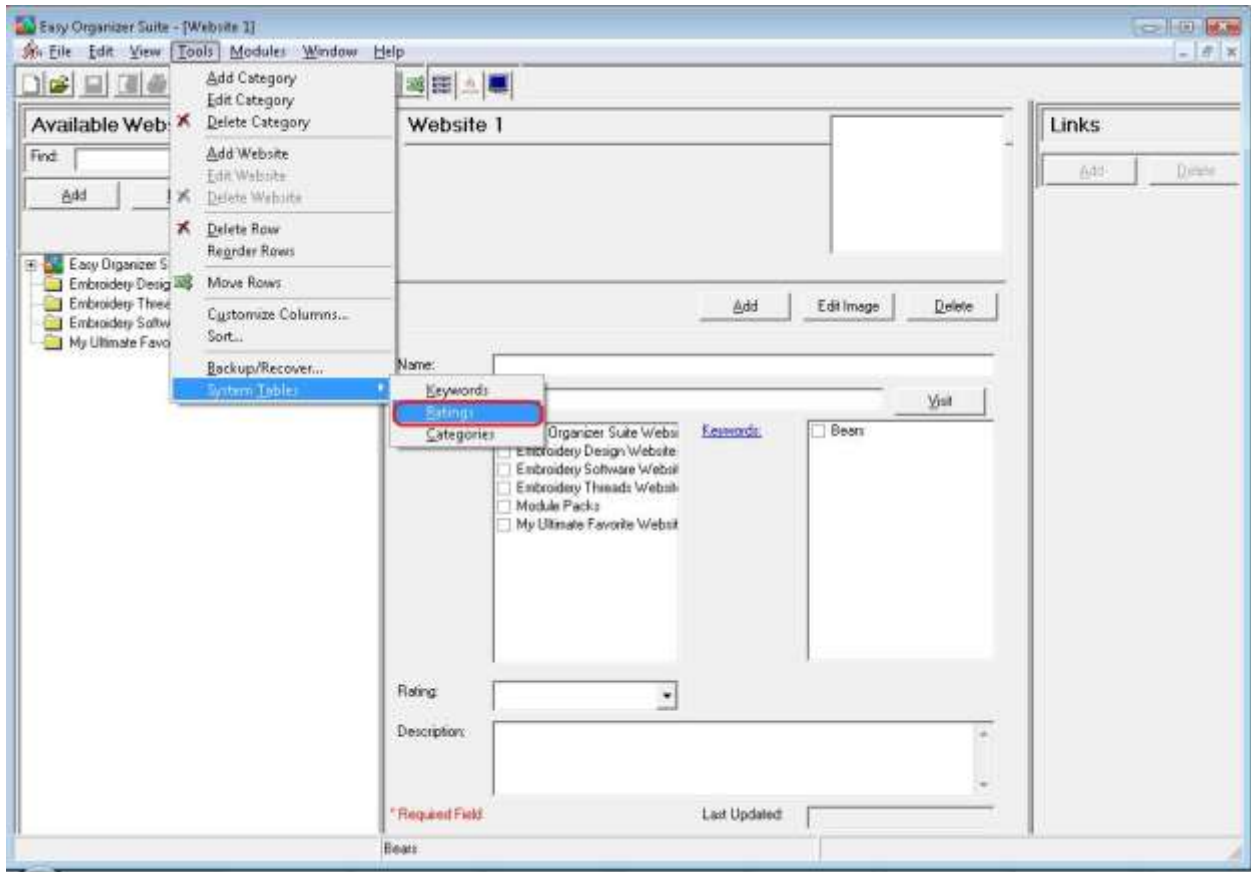
Welcome to the **easyWebsites Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyWebsites Organizer™** Module and by the end of the series you will be an expert! Each lesson will build on the last, so be sure to go through the series in order. Our seventh lesson will show you how to work with System Tables - Ratings . The Ratings System Table is only available in the Pro Edition of the **easyWebsites Organizer™** Module.

Adding a new Rating

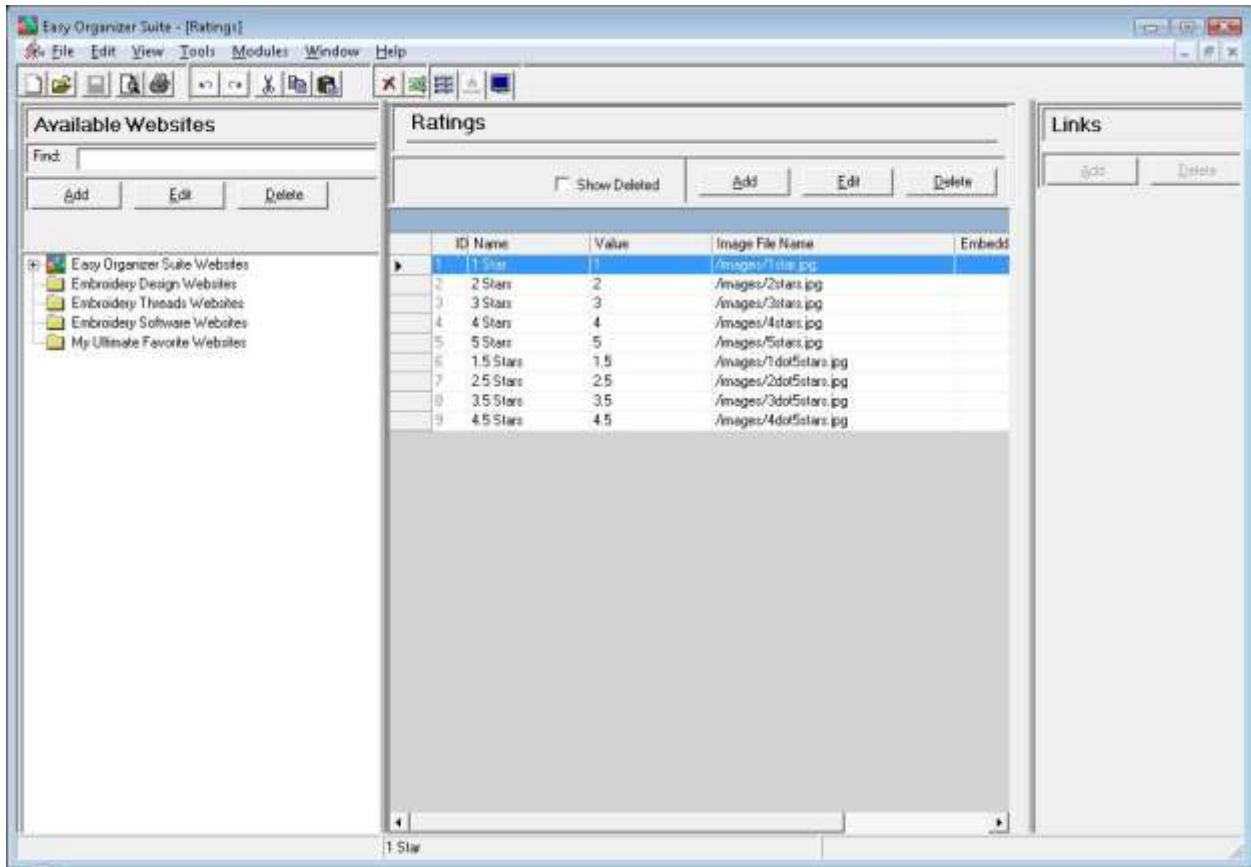
1. To begin, open **Easy Organizer Suite™** and select the **easyWebsites Organizer™** Module. If you are not already in the **easyWebsites Organizer™** Module, then select Modules → Internet Organizer → **easyWebsites Organizer™** from the menu, or you can click on the **easyWebsites Organizer™** icon in the toolbar.



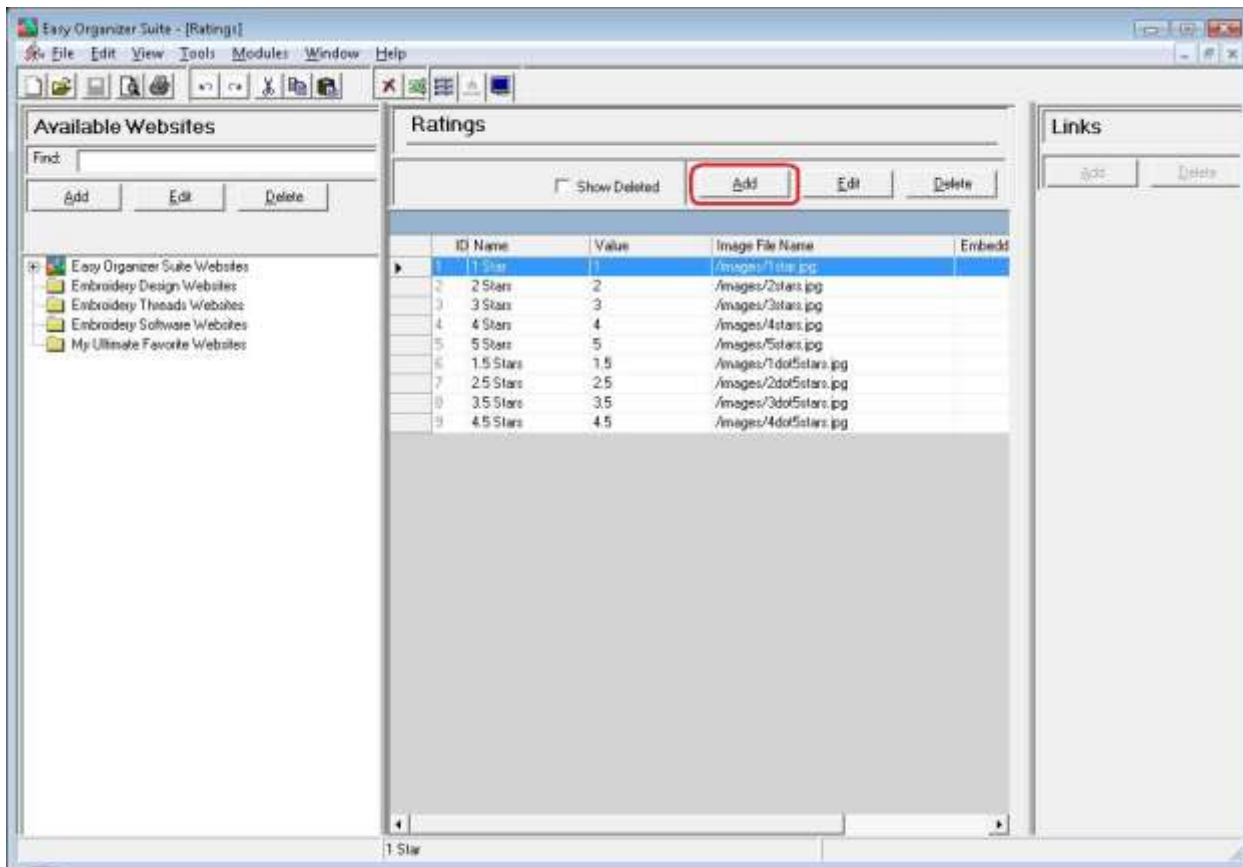
2. To see the Ratings System Table, select Tools → System Tables → Ratings from the menu.



3. The Ratings System Table will open.



4. To add a new Rating, click on the Add button.



5. The Add/Edit Rating form will open.



6. You can enter a new Rating.

For this lesson, let's enter this information:

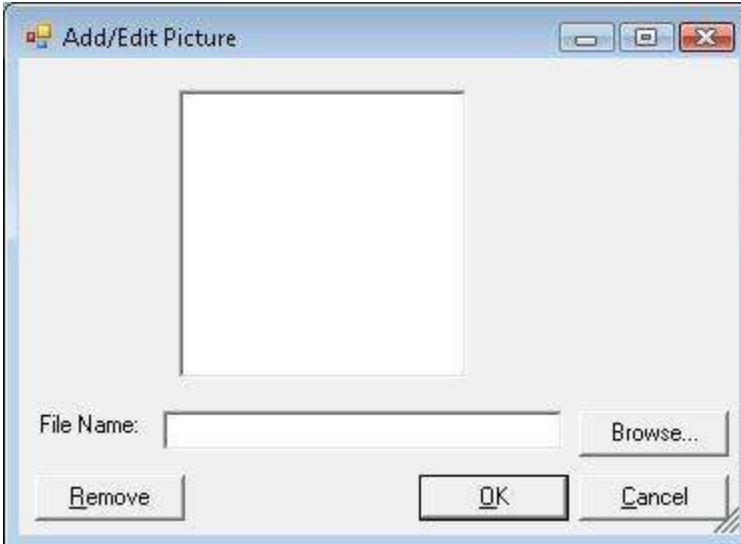
Name: 1 Apple

Value: 1



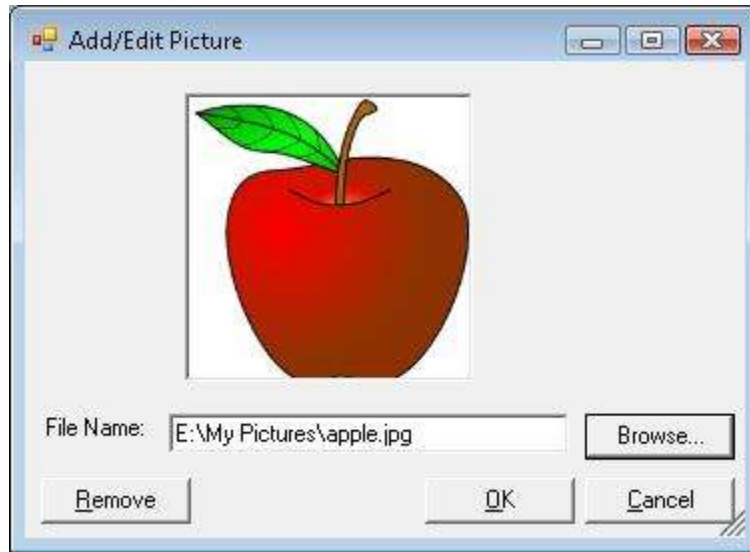
The screenshot shows a dialog box titled "Add/Edit Rating". It contains three input fields: "* Name:" with the text "1 Apple", "Value:" with the number "1", and "Last Updated:" with the timestamp "1/28/2011 5:36 PM". At the bottom left, there is a red asterisk and the text "* Required Field". At the bottom right, there are three buttons: "Picture...", "OK", and "Cancel".

7. Now let's add a picture. Click on the Picture... button to open the Add/Edit Picture form.



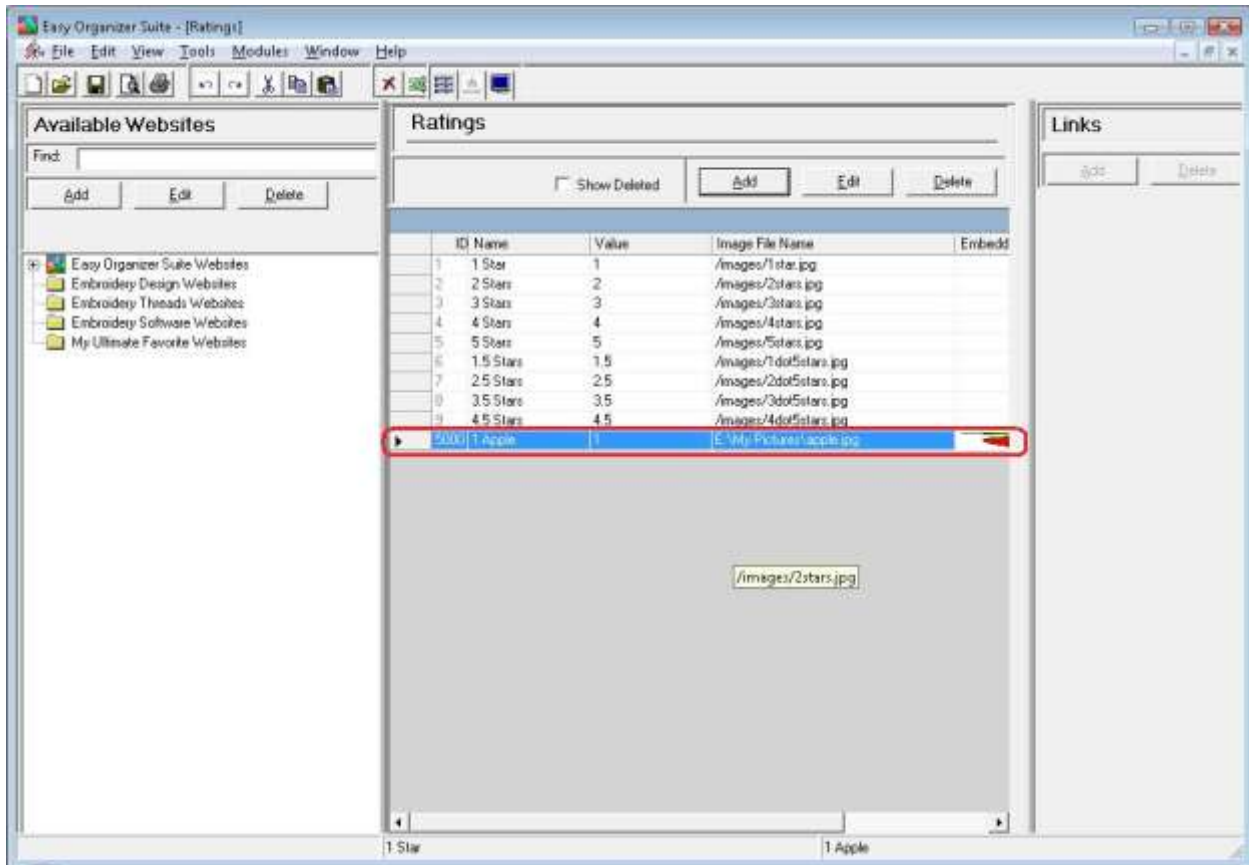
The screenshot shows a dialog box titled "Add/Edit Picture". It features a large empty rectangular area for a picture. Below this area is a "File Name:" label followed by an empty text box and a "Browse..." button. At the bottom of the dialog, there are three buttons: "Remove", "OK", and "Cancel".

For this lesson, click on the Browse button and find a picture on your file system.

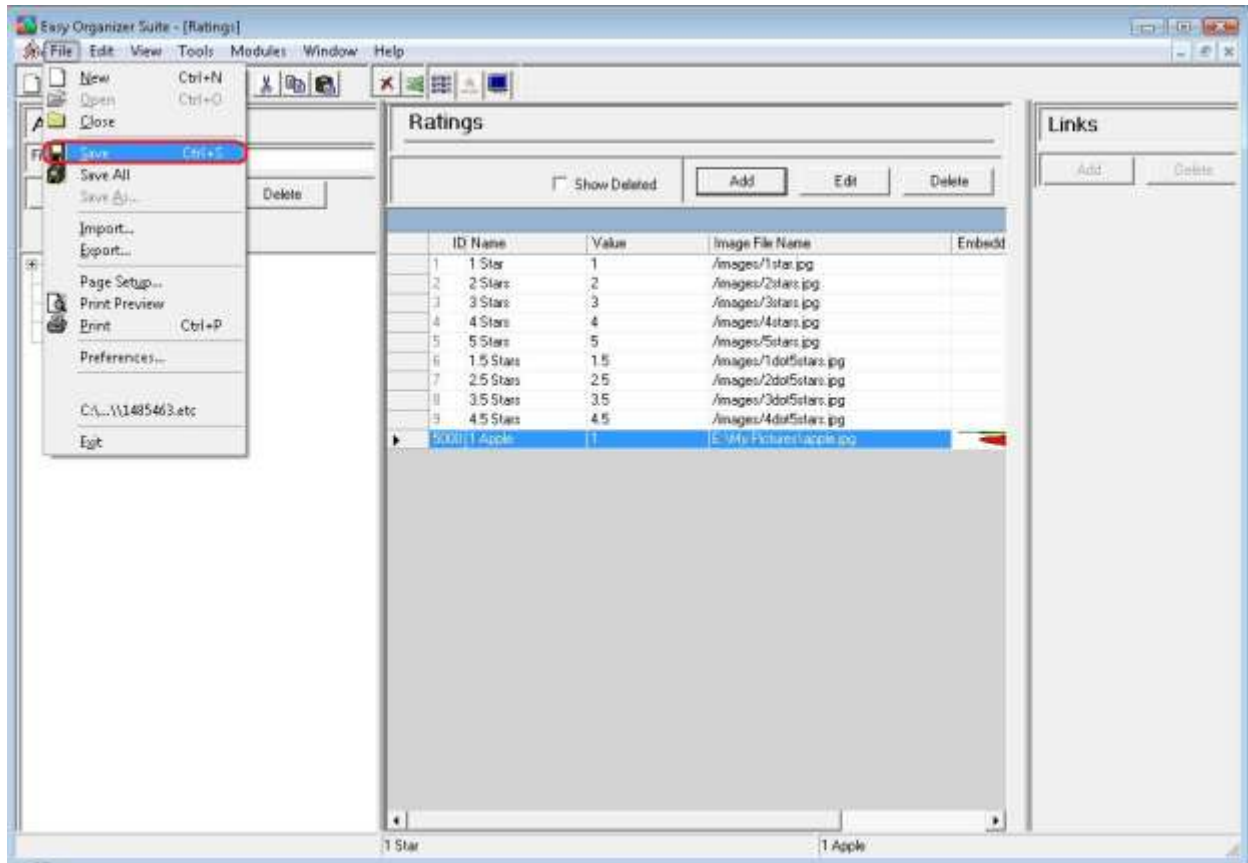


Click on the OK button to add the picture to your new Rating.

8. Now click on the OK button to put the new rating in the Ratings table.



9. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.



Congratulations! You have just added a new Rating!

Please continue with Lesson 7 – Part 2 – How to Work with System Tables - Ratings.